



**SCHOHARIE COUNTY DEPARTMENT OF
PERSONNEL & CIVIL SERVICE
ANNOUNCES CIVIL SERVICE *PROMOTIONAL* EXAMINATION FOR
#75-614 POLICE SERGEANT
*Salary (Varies by Jurisdiction)***

*Application Fee – \$20.00

LAST FILING DATE: **April 10, 2015** **DATE OF EXAMINATION:** **May 16, 2015**

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies, as they occur in Village Police Departments within Schoharie County.

PROMOTIONAL QUALIFICATIONS: Limited to employees permanent for 60 months in the position of Police Officer.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising Police Officers in an assigned shift. A Police Sergeant implements procedures and policies according to the directives of the Chief of Police and departmental operating procedures. Employees in this class are responsible for inspecting and assigning subordinates to their posts, evaluating their work performance, and instructing them as to new or revised law enforcement procedures, policies or methods. General supervision is received from a higher ranking officer. Does related work as required.

Use of calculators is PROHIBITED

Subjects of examination: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

- 1. Law Enforcement Methods and Practices:** These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.
- 2. New York State Laws:** These questions test for knowledge of the laws in effect on January 1, 2015 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.
- 3. Supervision:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
- 4. Understanding and Interpreting Written Material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
- 5. Preparing Written Material in a Police Setting:** These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

P.E.R.C. Statement:

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, upon recommendation of a committee of police experts who will review all the questions for appropriateness and accuracy. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

***A Guide for the Written Test for Police Supervisors/Investigators is available at the New York State website:
<http://www.cs.ny.gov/testing/localtestguides.cfm>.***

Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

APPLICATION FEE WAIVED: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Applications are available in the Personnel Department.

The required application fee is twenty dollars, which may be in the form of a check/money order or cash and must accompany each application. If your application is disapproved, your examination fee will **NOT be returned to you. Please make check/money order payable to Schoharie County Department of Personnel and include the examination number.*

Applications and exam announcements are available on our website at www.schohariecounty-ny.gov

ISSUE DATE: 3/11/15

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